



## Faculty/Instructor Orientation

### New Instructors

#### Clinical Nursing Instructor - Orientation (must be completed prior to start of clinical):

- Complete [Nursing Instructor Verification Process](#) - [Verification Link](#).
- Attend classroom orientation (includes meeting with System Education Coordinator RN, equipment checkoff, and obtain ID badge/parking & return to the Security Office at the end of clinical experience(s).
- Complete all assigned online modules prior to attending classroom orientation. Modules will be assigned via Froedtert Learning Center: [Learning Center](#).  
\*Exception: Froedtert Health staff members do not need to complete modules completed as a staff member.
- Complete epic training as assigned.
- Arrange and complete Clinical Orientation (at least 8 hours on the unit on the shift the instructor will have students) with a preceptor taking patients. To be arranged with Unit Nurse Educator/PDC.
  - Educator responsibilities:
    - Unit Introductions - Director, Manager, Nurse Educator, unit staff
    - Unit routine/report - days/pms/nights
    - Patient assignments including patients not to take
    - Who to contact off hours
    - Tour of unit/scavenger hunt (supply rooms, nurse servers, clipboards, etc.)
    - Equipment - beds, pumps, SCDs, gait belts/transfer equipment, etc.
    - Review Unit
    - Population Specific documentation
    - Other students on the floor
  - Nursing Instructor Responsibilities:
    - Contact information - provide home/cell phone, pager, and email. Notify unit staff and Education Coordinator of any changes.
    - Provide dates and times students will be on unit including prep times
    - Provide template or complete information on what students can/cannot do
    - Introduce self and students to Director, Manager, Nurse Educator/PDC, and staff
    - Meet with Nurse Educator/PDC and/or Manager - at least weekly to discuss issues/concerns
    - Complete Evaluation of clinical experience - at the end of the semester/clinical experience. Students should complete evaluation also.
    - Complete unit specific education

#### CNA Clinical Instructor - Orientation (must be completed prior to start of clinical):

- Complete [Nursing Instructor Verification Process](#) - [Verification Link](#).
- Complete assigned online modules (exception: epic, Alaris pump, Kangaroo Tube Feeding Pump modules).
- Meet with System Education Coordinator RN.
- Attend 2 hour epic Training.
- Arrange & complete clinical orientation on the unit - to be determined by Nurse Educator/PDC on Unit.
- Obtain ID Badge (cost is \$5.00)/parking & return to the Security Office at the end of clinical experience(s).

#### Nursing Instructors Who Teach Onsite Programs - Orientation (must be completed prior to start of class):

- Complete [Nursing Instructor Verification Process](#) - [Verification Link](#).
- Complete assigned online modules (exception: epic, Alaris pump, Kangaroo Tube Feeding Pump modules).

- Meet with System Education Coordinator RN.
- Obtain ID Badge (cost is \$5.00) & return to the Security Office at the end of class(es).

## **Precepted Nursing Instructor/Coordinator Orientation & Ongoing Instructor/Coordinator Orientation**

- Verification System - all clinical instructors who are on site are required to enroll every semester. See handout on [Nursing Student Website](#).
- Preceptor Packet (precepted coordinators only) - provide to student and Director/Nurse Manager/Nurse Educator.
- Evaluation of clinical experience - complete and have students complete at the end of the semester/clinical experience. An email will be sent with the evaluation link.
- Complete assigned online modules.
- **Glucose Meter** - complete annual Glucose Meter competency and QC Test level 1 (low) and level 3 (high) annually between January 1<sup>st</sup> and March 31<sup>st</sup> (or within the first 2 weeks of the clinical).
- **Computer training (clinical instructors only):**
  - For specific information on epic training and online modules contact System Education Coordinator
  - Updates/changes are communicated via email
- Inservices - instructors/students are invited to all unless otherwise indicated on the flyer.